

F I L E *Bldg 62*,
DD/S 72-1676

23 APR 1972

MEMORANDUM FOR: Chief, Logistics Services Division, OL

SUBJECT : Executive Dining Room

John:

I've been over your memorandum and have some more questions which you might work on a bit before we get together.

Paragraphs 2.a. and 2.b. — I'm not sure I understand the distinction between official and nonofficial luncheons.

I think we need to talk more about paragraph 5. I'm not sure that I agree that we should always respond to the last order first.

Regarding coffee service (paragraphs 9 and 10), I'm not clear on how many coffee services are regular daily requirements and how much are special occasions. If it would cost GSI 25¢ a cup, what does it cost us? What do we charge?

Finally, paragraph 14 on liquor: You've answered one question which I had but not a second, which is how we cost and charge both for special occasions, i.e., retirement parties and the like, and for official use, i.e., meals in the private dining room and occasionally in the main dining room. This should include, of course, wine when served with meals.

[REDACTED]

Robert S. Wattles
Assistant Deputy Director
for Support

STATINTL

Att

Undtd Memo for ADD/S fr Chief, OL/LSD (unsigned),
subj: Executive Dining Room Service

ADD/S:RSW/ms (26 Apr 72)

Distribution

Orig - Adse, w/Orig of Att

Approved FDR Release 2001/07/12 : CIA-RDP79-00498A000100150071-6

1 - DD/S Subject, w/cy of Att + Background (DD/S 72-0998)

1 - RSW Chrono

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Executive Dining Room Service

REFERENCE : Memo dtd 13 Mar 72 to C/LSD/OL fm ADD/S,
same subject

1. As indicated in our recent conversation, I have found it difficult to respond to referent only because I cannot tie a nice bow around a series of recommendations which would solve the problems (if they are truly problems and not the nature of the restaurant business) related to the Executive Dining Room (EDR). Rather than provide recommendations, the purpose of this memorandum is to identify many of the situations facing the EDR operation, provide certain statistical information and open the door for discussions on those specific matters in which you may have interest.

2. Of particular concern is the known fact that from time to time service within the EDR falls below the standards desired. The following factors taken from a four months sampling help to pinpoint the cause. The figures cited are monthly averages and the reader should appreciate that during certain months of the year the figures will be both considerably higher and lower.

a. Twenty official luncheons are held each month. Of the total, 10 are held in the DCI Dining Room, eight in the EDR, and two in conference rooms or offices within the building.

b. Eight non-official luncheons are held monthly; approximately half of these luncheons are held in the FDR and the balance in conference rooms throughout the building.

c. Annual leave averages 13 hours and sick leave five hours per month per employee of the EDR, excluding the Manager.

d. To cover leave periods and special luncheons, personnel of other activities, i. e., Cable Secretariat, Information Services Group, and Printing Services Division are hired on a part time basis at overtime rates. Approximately 120 man hours per month are charged to the EDR for part time service.

SUBJECT: Executive Dining Room Service

8. Our overall conclusion on this particular subject is that we have adequate assets and must effectively muster them to meet the daily changes and demands. However, it is essential that we keep in mind the purpose of the EDR - to satisfy official requirements. The general membership requirement, unless we wish to charge additional labor costs to the government, must be considered as the second purpose of the EDR. In spite of all the disruptive factors, I would guess that critical service breakdowns happen but once or twice a month. If the rate were higher, I would surely have heard about them.

9. As to the question of coffee service provided by the EDR, it must first be noted that such service does not ordinarily adversely affect luncheon service since coffee is called for either before or after the luncheon hours. However, we must grant that it does pull waiters away from setup time prior to lunch and the cleanup which follows. Approximately 40 coffee services are provided per month to satisfy official requirements. Personal requests for coffee have now become rare. One must appreciate that when coffee is delivered, a second trip must be made later to pickup the chinaware.

10. As I mentioned in a previous conversation, I had proposed that we examine the possibility to have the Government Services, Inc. (GSI) cafeteria respond to these requirements or that we develop a plan with the vending company to provide special coffee urns to offices to facilitate coffee preparation. I found that GSI personnel cannot deliver coffee within the building without the expensive task of accomplishing clearances. Further, the GSI manager frankly stated that such service is costly and, therefore, a losing business. Unless he charged a minimum of 25¢ per cup, he would not be interested in the business.

11. On approaching representatives of the General Services Administration and GSI on the possibility of installing coffee devices in office areas, the responses were less than enthusiastic. I sense that they feel it would cut down on the use of the vending machines and that the profit to GSI would decline. I have not withdrawn from the fight but await the arrival of the new vending company, Canteen Corporation, in mid May, for I have pursued the matter with them at length and we feel an acceptable solution can be found at a later date.

12. Other proposals have also been made to solve the coffee service requirement, but each has a disadvantage. We could direct the requesting activities to pick up their coffee at the cafeteria but many secretaries would have to travel some distance to accomplish the pick up. Further, we would be forced to offer paper cups to our official guests unless we elected to give each component chinaware and each component agreed to wash and dry them.

ADMINISTRATIVE INTERNAL USE ONLY

SUBJECT: Executive Dining Room Service

13. As previously indicated, the purpose of the EDR is to satisfy official requirements. Therefore, we feel that for at least this time, we must maintain the current coffee service with its faults, headaches, and disruption to the operation of the EDR.

14. "How is liquor handled?" We assume that you are interested in the controls established to assure that bottles are not appropriated. Only Messrs. [REDACTED] have the keys to the liquor cabinets. An additional key is kept in the Office of the Chief, Logistics Services Division, OL for emergency purposes. Suppliers deliver to the building and the bill is presented to the Administrative Services Assistant of the EDR who assigns a number for each bottle received. Either Mr. [REDACTED] will record a number to each bottle. Bartenders cannot dispose of an empty bottle without first presenting it to either Mr. [REDACTED] who will then delete that number from the stock list. A monthly inventory is held on all liquor and each bottle is accounted for. Auditors have reviewed this system in the past and found it to be entirely acceptable.

15. As indicated in paragraph one, the purpose of this memorandum was to inform and open the door for further discussions. We hope it has adequately responded to the first purpose and we will be available at any time to discuss specific matters of interest.

[REDACTED]
Chief, Logistics Services Division, OL

STATINTL

DD/S 72-0998

13 MAR 1972

MEMORANDUM FOR: Chief, Logistics Services Division, OL

John:

Back on the Executive Dining Room again
(belatedly, as I intended to do much sooner) --

When we discussed you were planning to
look at/do something about coffee service. Any progress?

Are there data on off-premise meal service?
How many times, meals, hours? Impact on luncheon service and
therefore labor costs?

How is liquor handled?

We need to talk some more. DD/S still owes
ExDir some kind of paper.

1515x-
1515x-

Robert S. Wattles

ADD/S:RSW/ms (13 Mar 72)

Distribution:

Orig & 1 - Adse

1 - DD/S Chrono

1 - DD/S Subject, w/Background

1 - RSW Chrono

Mr. WITLES RDP/ies 24 May 72

STATINTL

[REDACTED]

STATINTL

Anything done on
my chat with
[REDACTED] + note(s) D/Rog
ref staffing vs workload
+ standards?
22 MAY 1972

Tex - / HAVE NOT FOLLOWED UP -

3/24/72 - Noted at 11 AM that Blake
plans to have [REDACTED] study
problem beginning next week.

P

STATINTL

D W C 19 MAY 1972

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THE CHRONO READING
CARRIES A NOTE FROM YOU
TO BLAINE RE THE DRINK
ROOM —
THE ATTACHED MAY BE
PERTINENT —

(2) PEGGY/HOLD

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P O S REGISTRY
FILE *Bldg & Grounds 10*

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>D. Hogan Blake</i>		
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: <i>I talked to Van about staffing Exec Dining Room - 2 aspects: numbers + types. Also asked what happens to Japs vs. Germans in various military messes. Any info, ideal, thoughts yet?</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS	NO.	DATE	
		<i>5/18/72</i>	
UNCLASSIFIED	CONFIDENTIAL	SECRET	

FORM NO. 237 Use previous editions
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DD/S:JWC:llc (18 May 1972)

Distribution:

- O - Addressee
- 1 - DD/S Chrono
- 1 - DD/S Subject